

JOB ADVERT

Mpathy Administrator

REPORTING TO:

Professional Nurse

JOB LOCATION:

uMlazi, KZN

EMPLOYMENT STATUS:

Project Based Contract

START DATE:

01 June 2026

POSITION DESCRIPTION

What is the overall purpose and objective of this position?

The Administrator will play a vital role in supporting the Mpathy Head Office team, ensuring smooth and efficient operations across clinical services, operations, stakeholder management, finance, and HR functions. This role will provide administrative and coordination support to the Mpathy core team to enhance the effectiveness of Mpathy Clinics in delivering quality healthcare services.

RESPONSIBILITIES & DUTIES

List of tasks and responsibilities:**Administrative Support:**

- Provide administrative assistance to the Head of Department and core team, including scheduling meetings, preparing reports, and managing correspondence.
- Maintain accurate records, filing systems, and databases for operational, HR, and financial documentation.
- Make agendas, minutes, and action plans for key meetings and follow up on deliverables.

Operations & Clinical Support:

- Support the operations team in coordinating clinic activities, staff schedules, and resource allocation.
- Assist with procurement and inventory management for clinic supplies and equipment.
- Track and coordinate maintenance and service requests for Mpathy Clinics

RESPONSIBILITIES & DUTIES (cont.)

List of tasks and responsibilities:

Finance & HR Administration:

- Support finance functions, including submission from clinics and ensuring timely submission to finance for processing,
- Assist with HR functions such as maintaining employee records, coordinating recruitment processes, and onboarding new staff.

Stakeholder Engagement Support:

- Assist in coordinating meetings, workshops, and engagements with external stakeholders, including government departments, donors, and partners.
- Prepare reports, presentations, and communication materials for stakeholder updates.
- Track and document key stakeholder interactions and commitments for follow-up.

Compliance & Reporting:

- Ensure that all administrative processes align with policies, procedures, and compliance requirements.
- Assist in compiling data for reporting to various stakeholders.
- Monitor deadlines for submissions and compliance-related documentation.

KNOWLEDGE & COMPETENCIES

Education

- Grade 12
- Diploma or Degree (Advantage)

Required Knowledge:

- Minimum of 3 years of experience in an administrative role, preferably in the healthcare or NGO sector.
- Strong organisational and multitasking skills with attention to detail.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and other administrative tools.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.

Key Competencies:

- Strong problem-solving skills and the ability to handle multiple priorities.
- High level of professionalism, confidentiality, and integrity.
- Ability to work with diverse teams and engage effectively with stakeholders.
- Proactive, results-driven, and adaptable to changing priorities.

HOW TO APPLY

Send your CV and Cover Letter to: recruitment@rhizaholdings.co.za

Please include the position you are applying for in the subject line.

If your application is not successful, you will not be contacted.

Closing date: 27 May 2026